

## CHAPTER 3. ACHIEVE RENEWAL/REINSTATEMENT

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to determine whether an examiner meets the requirements for renewal or reinstatement and to complete the application process. Successful completion of the appropriate task results in the renewal or reinstatement of the examiner's designation.

**2. GENERAL.** An examiner designation may be renewed annually if the continuation of the designation is justified in order to provide service to the public or if the designation is in the Federal Aviation Administration's (FAA) interest. National Designated Pilot Examiner Registry (NDPER) examiners are designated to provide examiner services on a national basis in vintage airplanes that may be flown infrequently; therefore, NDPER renewals are not based on activity. All examiners must apply annually for renewal if renewal is desired.

*A. Medical Certificate.* Except in the case of a designation limited to balloons, gliders, or simulators, at least a third-class medical certificate is required for renewal and must be maintained throughout the duration of the designation.

*B. Instructor Certificates and Aircraft Currency.* A flight instructor certificate required for initial designation must be current for renewal and kept current for the duration of the designation.

(1) All examiners must meet the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 61, §§ 61.56, 61.57, and 61.58, as applicable to the designation(s) being renewed.

(2) NDPER examiners must meet the requirements of 14 CFR § 61.58 in at least one vintage airplane for renewal of all vintage airplanes authorized.

*C. Failure to Meet Renewal Standards.* If an examiner does not meet the renewal standards, the examiner must present a letter requesting his/her renewal and justify his/her retention as an examiner and outline the special circumstances involved. The

FSDO manager has the authority to determine the final disposition of the examiner's request.

*D. Application.* The examiner must apply for renewal at least 60 days prior to the expiration of his/her current designation. Since the FAA no longer produces any forms (e.g., the old FAA Form 8710-9, Designated Pilot Examiner Application/Qualification Record) for renewal of an examiner's authority, the examiner must submit the following:

(1) A letter from the examiner requesting renewal and the designation(s) the examiner is requesting to be renewed (see Figure 3-1);

(2) A copy of the examiner's current pilot, flight instructor, and medical certificate; and

(3) A record of the examiner's practical testing activity for the preceding 12 calendar-months.

*E. Annual Examiner Meeting.* All examiners with airmen certification authority must attend the annual examiner meeting held by the supervising FSDO in order to renew their designations. The meeting is held to review local problem areas, examiner performance, standards, and procedures. This meeting is in addition to and may not be used in lieu of the biennial Recurrent Pilot Examiner Standardization Seminar.

**3. RENEWAL CRITERIA.** In addition to the general requirements outlined in paragraph 2 of this section, examiners must meet the following specific criteria for annual renewal of examiner designations and authorizations.

*A. Recurrent Standardization Training.* Once every two years, pilot examiners with certification authority must satisfactorily complete the Recurrent Pilot Examiner Standardization Seminar. NDPER examiners must meet the same renewal requirements. Completion of one Recurrent Pilot Examiner Standardization Seminar meets the requirements for all designations and authorizations.

*B. Certification Activity.* Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations.

The NDPER authorization is the only designation for which no specific amount of certification activity is required.

*C. Reissuance of Letter of Authorization (LOA).* An examiner's LOA is valid only as long as the examiner's certificate of authority is current. The examiner's LOA and certificate of authority expire on the same date. The LOA and certificate of authority are reissued when the examiner's designation is renewed.

*D. Practical Test.* Examiners must demonstrate knowledge and skill appropriate to the designations and authorizations to be renewed by satisfactory completion of an annual practical test using one of the three testing methods stated in chapter 2, section 1, paragraph 6C.

**4. RECURRENT TRAINING.** The Recurrent Pilot Examiner Standardization Seminar is scheduled and presented by the FAA Regulatory and Support Division, AFS-600. Examiners are encouraged to attend the Recurrent Pilot Examiner Standardization Seminar at their supervising Flight Standards District Office (FSDO), but may attend at other locations.

*A. Anniversary Month.* When an examiner is due for recurrent training, the examiner may complete the Recurrent Pilot Examiner Standardization Seminar three calendar-months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. Even if an examiner completes the Recurrent Pilot Examiner Standardization Seminar in the three calendar-month period of time after the anniversary month, the examiner's original anniversary month will remain the same. An examiner who has not completed the required recurrent training within the three calendar-month period after the anniversary month will be suspended from performing examiner duties until the examiner satisfactorily completes the Recurrent Pilot Examiner Standardization Seminar.

*B. Late Arrival.* When an examiner arrives after a seminar has started, that person may not be permitted to attend the remainder of the seminar. However, if the seminar manager determines that the examiner has a legitimate reason and the examiner is not more than 1 hour late, the seminar manager may permit the examiner to complete the training. If the seminar manager accepts a late arrival, the examiner must make up the missed instruction outside normal class with the seminar instructors. Once this has been

accomplished, the examiner will take the final examination with the class.

*C. Seminar Failure.* If an examiner fails the Recurrent Pilot Examiner Standardization Seminar, the examiner's authorization must be suspended. The FSDO manager may permit the examiner to attend another Recurrent Pilot Examiner Standardization Seminar. In this event, the examiner has three calendar-months to successfully complete another Recurrent Pilot Examiner Standardization Seminar. Testing privileges must not be reinstated until the examiner satisfactorily completes the seminar.

*D. Second Seminar Failure.* Failure of the second recurrent seminar results in termination of the examiner's authority and elimination from consideration for reinstatement for at least 12 calendar-months thereafter.

**5. ACTIVITY REQUIRED FOR RENEWAL.** A certain amount of annual activity is generally required for renewal of examiner designations. If there are reasons why an examiner has been unable to accomplish any of the required levels of activity listed in subparagraphs A through C below, the supervising FSDO manager may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any one of the following levels of activity is acceptable.

*A. General.* The examiner has conducted during the previous 12 calendar-months:

- (1) 10 certification or aircraft rating tests in airplanes;
- (2) 5 certification or rating tests in helicopters, gyroplanes, gliders, balloons, powered-lifts, or airships;
- (3) 5 instrument rating practical tests; or
- (4) 5 airline transport pilot practical tests.

*B. Multiengine Airplane.* For renewal of multiengine airplane authorizations, as shown on the examiner's LOA, the examiner should have conducted five multiengine rating tests in each make and model of airplane authorized during the previous year. The FSDO manager may authorize an exception in extenuating circumstances.

*C. Vintage Airplanes.* No specific amount of annual activity in any or all of the types of vintage airplanes authorized on an examiner's NDPE/FEER

LOA is required for renewal of all of the vintage airplanes listed on the NDPE/FEER LOA. This provision applies only to NDPE/FEER authorizations.

(1) Continued renewal of an NDPER authorization is at the discretion and approval of the FAA Great Lakes Region Flight Standards Division, Technical Programs Branch, AGL-230.

(2) The NDPER examiner's authorization for multiple types of vintage airplanes is designed to provide nationally available examiner services for vintage airplanes.

**6. REISSUANCE OF LOAS.** Examiners who are authorized to conduct practical tests in multiengine airplanes, vintage airplanes, helicopters, turbine-powered airplanes, large aircraft, and FAA-approved flight simulators are reissued an LOA listing each make and model or FAA-approved flight simulators, as appropriate. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft (or simulator) in which the examiner is authorized to conduct tests.

**7. PRACTICAL TEST FOR RENEWAL.** The Pilot-in-Command (PIC) competency renewal check for an examiner's renewal of authorization must consist of one of the testing methods stated in chapter 2, section 1, paragraph 6C. As previously stated in chapter 2, section 1, paragraph 6C, the preferred method of renewing a pilot examiner's authorization is for the examiner to be observed by the supervising FSDO conducting an actual practical test with an applicant. If this occurs, then this would negate the examiner from having to take a PIC competency renewal check for renewal of the examiner's authorization for that aircraft designation. Or if the method of renewing the examiner's authorization is for an ASI to play the role of an applicant, then this also would negate the examiner from having to take a PIC competency renewal check for renewal of the examiner's authorization for that aircraft designation. At the discretion of the examiner's supervising FSDO, a PIC competency renewal check, appropriate to the designations held and satisfactorily completed within the 3-calendar-month period prior to the expiration month of designation, may be used to satisfy this requirement.

*A. Examiner PIC Competency Renewal Check Within the Preceding 12 Calendar-Months.* An examiner who holds designations in the kinds of

aircraft listed below may not conduct a practical test in that kind of aircraft unless that examiner has accomplished a PIC competency renewal check in that kind of aircraft within the preceding 12 calendar-months. An examiner is only required to take one PIC competency renewal check within the preceding 12 calendar-months in each of the kinds of aircraft listed below for which he or she holds that designation.

#### Kinds of Aircraft:

- Multiengine airplane
- Vintage airplane
- Large helicopter
- Gyroplane
- Turbojet-powered airplane
- Turboprop airplane
- Non-turbine powered large airplane
- Powered lift
- Seaplane
- Glider
- Airship
- Balloon

*B. Examiner PIC Competency Renewal Check Within the Preceding 24 Calendar-Months Who Hold Multiple Designations.* An examiner who holds multiple designations in the kinds of aircraft listed below may not conduct a practical test in that make and model of aircraft unless that examiner has accomplished a PIC competency renewal check in that make and model of aircraft within the preceding 24 calendar-months. Reference to the term "make and model" is not to be construed as including the series of make and model.

#### Kinds of Aircraft:

- Multiengine airplane make and model
- Vintage airplane make and model
- Small helicopter make and model
- Large helicopter make and model
- Gyroplane make and model
- Turbine powered airplane make and model
- Turbojet-powered airplane make and model
- Turboprop airplane make and model
- Non-turbine powered large airplane make and model

- Powered-lift make and model

*C. Additional Instructions for Annual PIC Competency Renewal Check:*

(1) The renewal criteria contained in subparagraphs A and B above does not apply to examiners who are renewing their authorization in vintage aircraft for a NDPER designation. Examiners who are affiliated with the NDPER and are renewing their NDPER designation in vintage aircraft have different renewal criteria.

(2) *Small Single-Engine Airplane Designations.* If an examiner holds multiple designations in small single-engine airplanes (e.g., airplane single-engine land and/or airplane single-engine sea), the examiner is required to alternate his/her PIC competency renewal checks between these small single-engine airplane classes.

*D. Monitoring an Examiner Conducting Practical Test.* In some circumstances, the latest editions of Orders 8700.1 and 8710.3 don't require an examiner to receive an annual PIC competency renewal check in certain aircraft categories and classes when that examiner holds multiple designations and has accomplished an annual PIC competency renewal check within that aircraft category. In those circumstances, the FAA expects its aviation safety inspectors (ASI) to monitor the examiner conducting a certain number of practical tests during the year in those other aircraft categories and classes. The number of practical tests that the ASI should monitor is dependent on the activity level of the examiner in those other aircraft categories and classes and the examiner's proven history of quality of conducting practical tests. The ASI shall monitor the examiner conducting at least one practical test annually in each of his/her other aircraft category and class designations held. If the aircraft does not have the seating, or because of operational restraints, to allow the ASI to monitor the examiner during the flight portion of the practical test, then it is acceptable for an ASI to monitor just the aeronautical knowledge phase of the practical test.

*E. Questions and Answers:*

(1) *Question.* A question has come up concerning the requirements for an examiner's PIC competency renewal check in accordance with the latest editions of Orders 8700.1, volume 2, chapter 15, section 1, paragraph 23 and 8710.3, chapter 3, paragraph 7 involving large non-turbine-powered

airplanes and turbine-powered airplanes. The question involves an examiner that is not affiliated with the NDPER of vintage airplanes.

(a) The examiner holds designation in three turbine-powered airplane types and seven large non-turbine-powered airplane types.

(b) The examiners hold designations in the following types of airplanes:

- Large non-turbine powered airplanes = CV-P4Y, LP2V, FA-119C, L-18, C-82A, C-97 (B-377), and B-26
- Turbine-powered airplanes = DO-228, SD3, and CASA-212

(c) How many PIC competency renewal checks must this examiner take each year and in what airplanes do the checks have to be performed in?

(2) *Answer.* Reference the latest editions of Orders 8700.1, volume 2, chapter 15, section 1, paragraph 23A and C(1) and (2), and 8710.3D, paragraph 7. To emphasize the facts presented in your question, this answer is only for examiners who are not affiliated with the NDPER. Examiners who are affiliated with the NDPER have different re-qualification criteria.

(a) Within the preceding 12 calendar-months, an examiner must accomplish one PIC competency renewal check in one of the large non-turbine-powered airplane types and one PIC competency renewal check in one of the turbine-powered airplane types (e.g., CV-P4Y and DO-228).

(b) Within the preceding 24 calendar-months, an examiner must accomplish PIC competency renewal checks in all seven of the large non-turbine-powered airplane types and in all three of the turbine-powered airplane types.

(3) *Question.* I have a designated pilot examiner who is authorized to conduct practical tests in an Airplane Single Engine Land, Airplane Single Engine Sea, Airplane Multiengine Land. The examiner holds designations in the following types of airplanes:

- Multiengine Airplanes = Cessna 421
- Turbine-powered airplanes = Beechcraft BE90 and Lear Jet

(a) How many PIC competency renewal checks does an examiner have to perform for renewal

and in what airplanes do the checks have to be performed in?

(4) *Answer.* Reference the latest editions of Orders 8700.1, volume 2, chapter 15, section 1, paragraph 23A and C(1) and 8710.3, paragraph 7. Within the preceding 12 calendar-months, the examiner will be required to take two PIC competency renewal checks. Within the preceding 24 calendar-months, the examiner must take three PIC competency renewal checks. Within the preceding 12 calendar-months, the examiner will be required to accomplish PIC competency renewal checks in the Cessna 421 and Lear Jet type. Within the preceding 24 calendar-months, the examiner must accomplish PIC competency renewal checks in the Cessna 421, Beechcraft BE-90, and Lear Jet type.

**8. NONRENEWAL.** The FAA may elect to not renew an examiner designation. If nonrenewal is based on any reasons other than lack of activity or the examiner's inability to meet medical standards, the FSDO will follow the procedures outlined in chapter 1, section 4, paragraphs 4 and 5.

**9. REINSTATEMENT.** A former examiner whose authority has expired, and whose examiner privileges were not revoked as a result of enforcement or legal action, may apply for reinstatement to the same supervising FSDO without applying to the National Examiner Board (NEB). All other eligibility requirements remain unchanged. (See chapter 2, section 1, for application procedures.)

*A. Standardization Training.* If reinstatement takes place, the examiner has three calendar-months from date of reinstatement to satisfactorily complete a Recurrent Pilot Examiner Standardization Seminar or an Initial Pilot Examiner Standardization Seminar.

*B. Demonstration of Competency.* If the designation has been expired for less than

12 calendar-months, a demonstration of competency in one of the aircraft previously authorized may be accepted by the FSDO for reinstatement of all previously authorized aircraft. If the designation has been expired for more than 12 calendar-months, the FSDO will test the examiner in each aircraft or simulator in which the examiner is seeking authorization.

*C. Reissuance of an LOA.* To qualify for the reissuance of an LOA, a reinstated examiner must demonstrate competency in at least one aircraft (the most complex aircraft) appropriate to the LOA sought. For the addition of other previously authorized aircraft, the examiner must have demonstrated competency in each aircraft within the preceding 24 calendar-months. The following are examples of reinstatement requirements for previously held designations.

(1) The examiner held an LOA for BE-55 and PA-23 aircraft. The examiner's designation expired two years ago. The examiner must demonstrate competency in each aircraft for reissuance of the previously held authorizations.

(2) The examiner held an LOA for BE-55 and HS-125 aircraft. The examiner's designation expired nine months ago. The examiner last demonstrated competency in the HS-125 21 months ago and in the BE-55 more than 24 months ago. The examiner must demonstrate competency in both the HS-125 and the BE-55 for reissuance of the authorizations.

(3) The examiner holds an LOA for a BE-55 and HS-125. The examiner's designation expired one month ago. The examiner last demonstrated competency in the BE-55 13 months ago. The examiner last demonstrated competency in the HS-125 14 months ago. Therefore, the examiner must demonstrate competency in only the HS-125 (i.e., most complex).

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## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires current or former designation as a pilot examiner, completion of a Recurrent or Initial Pilot Examiner Standardization Seminar, as appropriate, at least a third-class medical certificate for renewal (for other than a glider or balloon designation), attendance at the annual FSDO examiner meeting, accomplishment of at least the minimum acceptable pertinent examiner activity level, and current aircraft qualification appropriate to the designation to be renewed or reinstated.

*B. Coordination.* This task requires coordination with an operations inspector.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Title 14 CFR parts 61, 91, and 183
- All applicable Practical Test Standards

#### *B. Forms.*

- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application

#### *C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Renew [or Reinstate] a Current Designation.* An examiner must accomplish renewal annually.

(1) Apply for renewal not less than 60 days before the expiration of the examiner's current designation.

(2) Submit a letter from the examiner requesting renewal [or reinstatement] and the designation(s) the examiner is requesting to be renewed (see Figure 3-1).

(3) Submit a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, mark the box "Other," and write in "Renewal [or Reinstatement] of DPE Authorization."

(4) Submit a copy of the examiner's current pilot, flight instructor, and medical certificate.

(5) Submit a record of the examiner's practical testing activity for the preceding 12 calendar-months.

(6) Accomplish a Recurrent or Initial Pilot Examiner Standardization Seminar within the preceding 24 calendar-months.

(7) Attend the annual examiner meeting held by the FSDO within the preceding 12 calendar-months, if appropriate.

(8) Provide the supervising FSDO a list of the examiner's testing activities for the previous 12 months.

(9) Schedule and complete a practical test in accordance with (IAW) the procedures that are outlined in chapter 2, section 2, paragraph 3, as applicable.

*B. Reinstate an Expired Examiner Designation.* Contact the supervising FSDO to determine whether there is a need for designation.

(1) If the FSDO confirms that need for the former examiner's services justifies reinstatement, that former examiner must complete FAA Form 8710-1. The completed application should be submitted to the supervising FSDO.

(2) Proceed with the reinstatement process as follows:

(a) Submit a letter from the examiner requesting reinstatement and the designation(s) the examiner is requesting to be renewed (see Figure 3-1).

(b) Submit a completed FAA Form 8710-1, mark the box "Other," and write in "Reinstatement of DPE Authorization."

(c) Submit a copy of the examiner's current pilot, flight instructor, and medical certificate.

(d) Submit a record of the examiner's practical testing activity for the time period since the last renewal of his/her designated pilot examiner (DPE) authorization.

(e) Accomplish a Recurrent or Initial Pilot Examiner Standardization Seminar within the preceding 24 calendar-months.

(f) Attend the annual examiner meeting held by the FSDO within the preceding 12 calendar-months, if appropriate.

(g) Provide the supervising FSDO a list of the examiner's testing activities for the time period since the last renewal of his/her DPE authorization.

(h) Schedule and complete a practical test IAW the procedures that are outlined in chapter 2, section 2, paragraph 3, as applicable.

**4. TASK OUTCOMES.** The successful completion of this task results in the reissuance of that examiner's designation and LOAs, as appropriate.

**5. FUTURE ACTIVITIES.** Future activities by the renewed or reinstated examiner may include the following items:

*A.* Recordkeeping for all applicants that the examiner tests for airman certificates and/or ratings

*B.* Continue satisfactory performance of certification activity

*C.* Application for renewal of designation not less than 60 days before the expiration date of the current designation

*D.* Participation in aviation safety programs and events

*E.* The addition of other examiner authorizations



**FIGURE 3-1. SAMPLE RENEWAL [OR REINSTATEMENT] LETTER**

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[DATE]

FAA, SW FSDO No. 15  
The Parkway Building -- Suite 601  
1300 S. Meridian  
Oklahoma City, OK 73108

To Whom It May Concern:

I am requesting to renew [or reinstate] my Designated Pilot Examiner authorization (SW-15-05) for the following designations:

Private Pilot Certification  
Airplane Single-Engine Land  
Airplane Multiengine Land [Cessna 310 and Cessna 402]

Commercial Pilot Certification  
Airplane Single-Engine Land  
Airplane Multiengine Land [Cessna 310 and Cessna 402]

Instrument Rating—Airplane  
Airplane Single-Engine Land  
Airplane Multiengine Land [Cessna 310 and Cessna 402]

Flight Instructor—Airplane  
Airplane Single-Engine  
Airplane Multiengine

Sincerely,

Paul J. Maenza  
1 Switzer Blvd  
Oklahoma City, OK 73125  
(405) 555-1212

Enclosures:

1. A copy of my current pilot certificate
2. A copy of my flight instructor certificate
3. A copy of my medical certificate
4. A copy of my record of practical testing activity for the preceding 12 calendar months
5. FAA Form 8710-1 Application

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